

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Atlantic Council

Travel date(s): 08/24/2019 - 08/31/2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2202.91	\$985.50	\$630.15	n/a
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

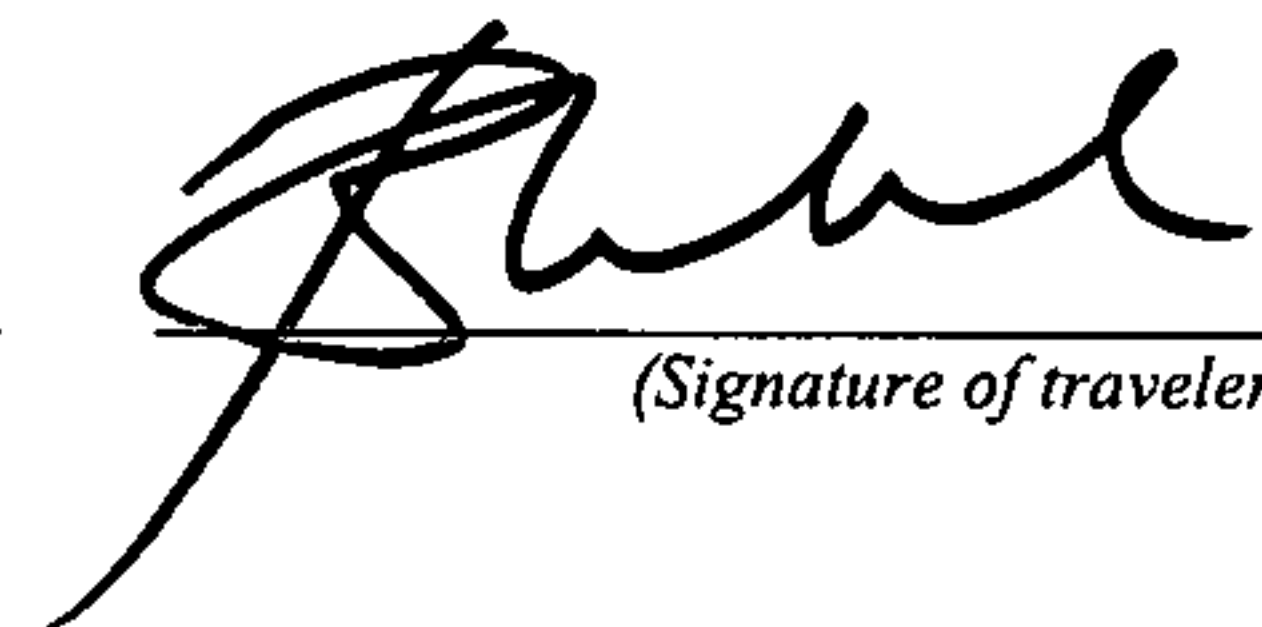
Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended meetings with government and civil service leaders to learn about the political and security situation in Ukraine.

12-8-19

(Date)

Benjamin Voelkel

(Printed name of traveler)



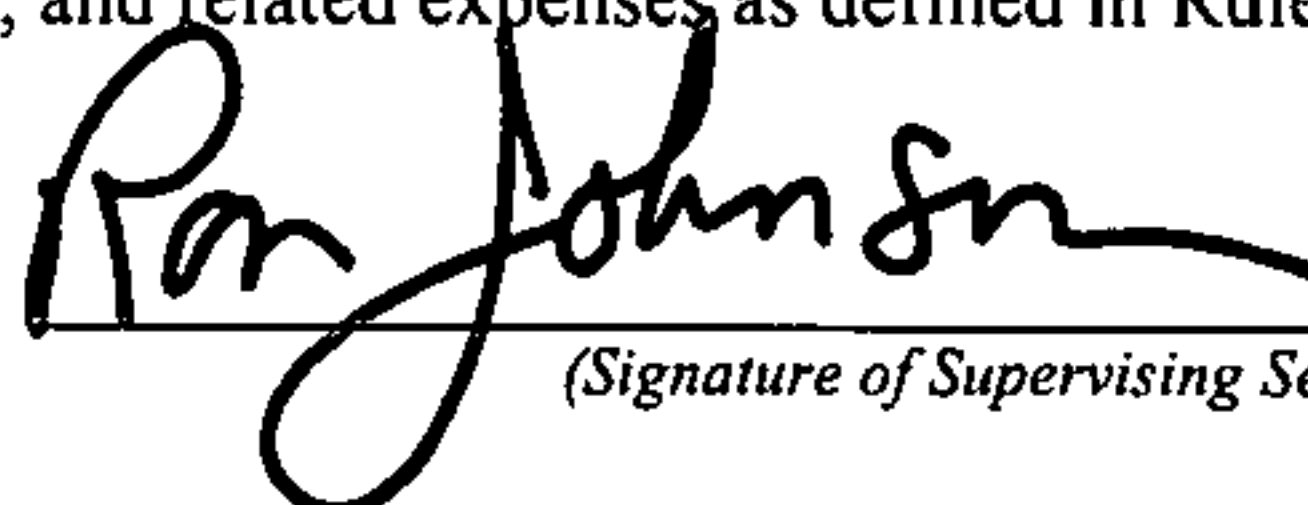
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12-8-19

(Date)



(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Benjamin Voelkel

Employing Office/Committee: Sen. Ron Johnson

Private Sponsor(s) (list all): Atlantic Council

Travel date(s): 8/24/29 to 8/31/19

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Kyiv and Kharkiv, Ukraine (with a day trip to Kramatorsk, Ukraine)

Explain how this trip is specifically connected to the traveler's official or representational duties:


I advise Senator Johnson on issues pertaining to Senator Johnson's Chairmanship of the Europe Subcommittee of the Foreign Relations Committee. My work involves advising Senator Johnson on foreign policy issues with respect to Ukraine. The meetings and briefings on this trip will focus on foreign policy issues with respect to Ukraine, and will therefore better equip me to advise Senator Johnson on Ukraine and other European relations matters.

Name of accompanying family member (if any): none

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

12-8-19
(Date)


(Signature of Employee)

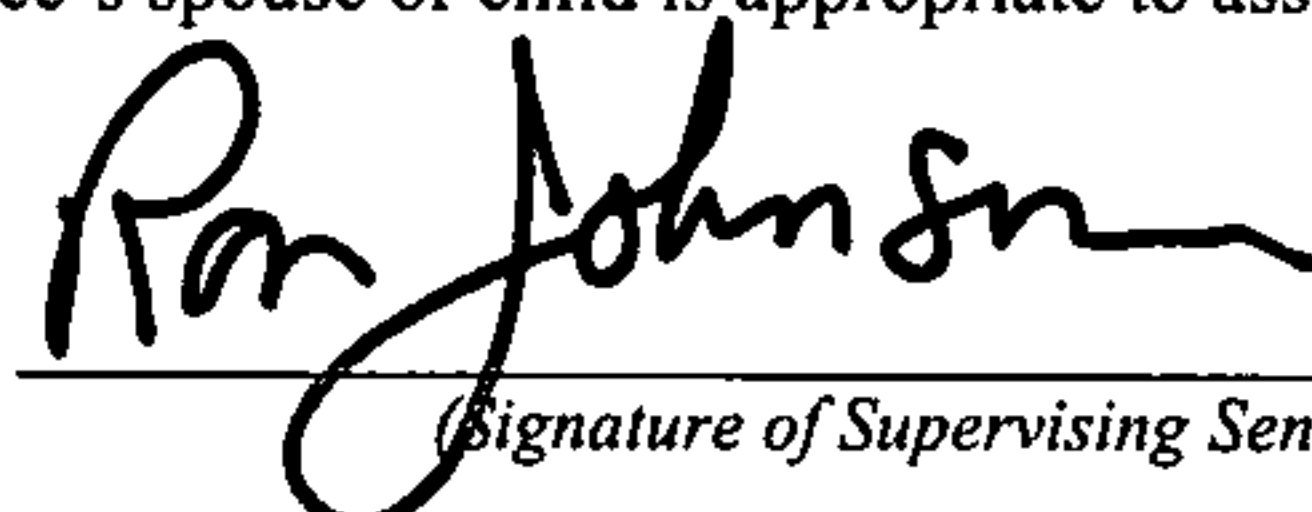
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Ron Johnson hereby authorize Ben Voelkel
(Print Senator's/Officer's Name) (Print Traveler's Name)

I am an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

12-8-19
(Date)


(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Atlantic Council
2. Description of the trip: Study trip to Ukraine, including meetings with members of the government, opposition parties, civil society, journalists, and others.
3. Dates of travel: 08/24/2019 - 08/31/2019
4. Place of travel: Kyiv and Kharkiv, Ukraine (with day trip to Kramatorsk, Ukraine)
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - [OR]**
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

[AND]

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - [AND]**
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

-OR-

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Atlantic Council is the sole sponsor of the trip and is organizing, conducting, and funding all aspects of the trip. The Eurasia Center, as a program within the Atlantic Council, is primarily organizing and conducting the trip:

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Atlantic Council promotes leadership and engagement in international affairs. The Atlantic Council's Eurasia Center aims to enhance transatlantic cooperation and generate awareness about Eurasia.

The purpose of the trip is to educate and increase awareness of the region among congressional staffers.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Atlantic Council has previously sponsored several congressional trips. The Atlantic Council's Eurasia Center specifically sponsored a similar congressional trip to Ukraine from 08/25/2018-09/01/2018.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Atlantic Council regularly hosts events for attendance by the general public and publishes reports that are freely available to the public. The Atlantic Council's Eurasia Center hosts events for the general public and publishes reports for the general public specifically on the Eurasia region.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	Total: \$2,155 Flights: \$1,910 Shuttle: \$245 (\$35 per day)	Total: \$980 Radisson Blu Hotel (Kyiv): \$170/night, 4 nights Kharkiv Palace Hotel (Kharkiv): \$150/night, 2 nights	Total: \$745 Kyiv: \$130, 5 days Kharkiv and Kramatorsk: \$95, 1 day	None

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is organized with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The Atlantic Council's Eurasia Center selected the location of the trip based on the Center's focus on Ukraine and the surrounding region.

19. Name and location of hotel or other lodging facility:

Kyiv: Radisson Blu Hotel, 22 Yaroslaviv Val Street, 01054 Kyiv, Ukraine

Kharkiv: Kharkiv Palace Hotel, 2 Nezalezhnosti Avenue, Kharkiv, 61058, Ukraine

20. Reason(s) for selecting hotel or other lodging facility:

The hotels were selected based on location, availability, and rates.

Private Sponsor Travel Certification Form

- (1) Valli Sanmugalingam, National Security Legislative Assistant, Office of Senator Bob Casey
- (2) Feras Sleiman, Assistant Counsel, Office of Senator Elizabeth Warren
- (3) Blake Souter, National Security Legislative Assistant, Office of Senator Tammy Baldwin
- (4) Benjamin Voelkel, Communications Director, Office of Senator Ron Johnson

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Agenda: Ukraine Study Trip, 2019

August 24, 2019 to
August 31, 2019
Ukraine

Saturday, August 24, 2019

6:05 p.m. Departure from Washington, DC
Location: Washington Dulles International Airport
Flight: United Airlines Flight 52

Sunday, August 25, 2019

8:05 a.m. Arrival in Zurich, Switzerland
Location: Zurich Airport

9:40 a.m. Departure from Zurich, Switzerland
Location: Zurich Airport
Flight: Swiss International Airlines Flight 2290

1:20 p.m. Arrival in Kyiv, Ukraine
Location: Boryspil International Airport

2:45 – 3:30 p.m. Travel to Hotel, Check-in
Location: Radisson Blu Hotel, Yaroslaviv Val St, 22, Kyiv, Ukraine, 02000
Transportation: Shuttle

5:00 p.m. – 7:00 p.m. Meeting with Ambassador William B. Taylor, U.S. Chargé d'Affaires, a.i
Topics of discussion: Ukraine's new political administration, US-Ukraine relations, Ukraine-Russia relations
Relevance: Staffers will hear from the current top US political figure in Ukraine who has had major insight into and interactions with both past presidential administrations and in the current administration. They will receive insight into the political environment of Ukraine, as well as its relations with various partners, especially the United States.

7:30 p.m. – 10:30 p.m. Briefing and Dinner: The Current State of Ukraine
Location: The Last Barricade, Maidan Nezalezhnosti, 1, Kyiv, 02000
Transportation: Walking
Topics of discussion: The new Ukrainian administration
Relevance: Staffers will receive an overview of Ukraine's current political situation from the perspective of a former US ambassador to Ukraine, with a particular focus on the events at Maidan in 2014.

Monday, August 26, 2019

10:00 a.m. – 10:45 a.m. Travel to the National Museum of Folk Architecture and Life of Ukraine
Location: Meet in Radisson Blu lobby
Transportation: Shuttle

11:15 a.m. – 12:15 p.m. Docent Tour of Museum of Folk Architecture and Life of Ukraine
Location: National Museum of Folk Architecture and Life of Ukraine, Vulytsya Akademika Tron'ka, Kyiv, Ukraine, 03026

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Topics: The history of Ukraine's culture and society

Relevance: The docent tour of this museum will provide staffers with a general overview of Ukraine's history, culture, and society. This will provide a background that will be relevant for the rest of the trip and will help to give context for Ukraine's more modern political movements and challenges.

- 12:15 p.m. – 1:00 p.m. Exhibition Viewing and Briefing: Ukraine Before the Revolution
Location: National Museum of Folk Architecture and Life of Ukraine, Vulytsya Akademika Tron'ka, Kyiv, Ukraine, 03026
Topics: Ukraine's political and cultural status prior to the Russian Revolution.
Relevance: Staffers will view an exhibition on life in Ukraine's countryside prior to the Russian Revolution, particularly in the Russian-speaking regions in Ukraine's East. They will be briefed on Ukraine's relations with its neighbors at that time, the sequence of events in Ukraine prior to the revolution, and the distinctions between historical Russian and Ukrainian culture. This will provide additional context for the Ukraine's transformation over time and the current state of Ukrainian political and cultural life.
- 1:00 p.m. – 1:45 p.m. Exhibition Viewing and Briefing: Ukraine Under the Soviet Union
Location: National Museum of Folk Architecture and Life of Ukraine, Vulytsya Akademika Tron'ka, Kyiv, Ukraine, 03026
Topics: Ukraine's political and cultural status during the time of the Soviet Union.
Relevance: Staffers will view an exhibition on life in Ukraine's countryside after the Russian Revolution, during the time of the Soviet Union. The focus will be on the Russian-speaking regions in Ukraine's East. Staffers will be briefed on the effect that the Soviet Union had on Ukrainian political and cultural life, particularly the repression of Ukrainian identity. This will provide context for Ukraine's modern relationship with Russia.
- 1:45 p.m. – 2:30 p.m. Exhibition Viewing and Briefing: Ukraine's Religions
Location: National Museum of Folk Architecture and Life of Ukraine, Vulytsya Akademika Tron'ka, Kyiv, Ukraine, 03026
Topics: The history and current status of religious life in Ukraine.
Relevance: Staffers will view historical churches at the museum and receive a briefing on the history and current status of religious life in Ukraine. The focus will be on the co-existence of Russian and Ukrainian Orthodox churches, and the conflict that has often arisen between the two groups, including religious splits within the last few years. This will provide context for the role of religion in Ukraine's current culture and politics.
- 3:00 p.m. – 4:15 p.m. Lunch
Location: Kozachuk, Volodymyra Brozhka St, 118, Kyiv, Kyiv Oblast, 03038
Transportation: Shuttle
- 4:15 p.m. – 5:00 p.m. Travel to Boryspil International Airport
Transportation: Shuttle
- 7:25 p.m. Departure from Kyiv, Ukraine for Kharkiv, Ukraine
Location: Boryspil International Airport
Flight: Ukraine International Airlines Flight 23
- 8:25 p.m. Arrival in Kharkiv, Ukraine
Location: International Airport Kharkiv
- 8:45 p.m. – 11:45 p.m. Dinner with Representatives from the Security Service of Ukraine (SBU) and Military Leadership in the Region

Location: Kharkiv, Ukraine

Transportation: Shuttle

Participants: Head representatives from the Security Service of Ukraine and military leadership in the region. Including Ambassador Valery Hrebeniuk, Andriy Kyseliov, Oleh Kotsiuba.

Topics of discussion: The conflict in eastern Ukraine; the state of Ukrainian forces in the region, activities of Kremlin interference in the region, and the effect on local residents.

Relevance: Staffers will receive an update on the conflict in eastern Ukraine from security experts in the region and be provided with additional context for the trip to Kramatorsk and their meetings in eastern Ukraine.

11:50 p.m. - 12:15 a.m. Travel to Hotel, Check-in

Location: Kharkiv Palace Hotel, 2 Nezalezhnosti Avenue, Kharkiv, 61058

Transportation: Shuttle

Tuesday, August 27, 2019

9:30 a.m. Departure from Kharkiv, Ukraine for Kramatorsk, Ukraine

Transportation: Shuttle

12:00 p.m. Arrival in Kramatorsk, Ukraine

12:00 p.m. – 1:30 p.m. Tour and Briefing on the State of the Operation of the United Forces

Location: Headquarters of the Operation of the United Forces, Kramatorsk, Ukraine

Participants: Representatives of the Operation of the United Forces and the Security Service of Ukraine

Topics of discussion: The conflict in eastern Ukraine and the state of Ukrainian forces in the region, specifically the Operation of the United Forces.

Relevance: Staffers will receive an update on the conflict in eastern Ukraine from military experts in the region, learn about Ukrainian military capabilities, and will tour the Kramatorsk base of the Operation of the United Forces.

1:30 p.m. – 2:30 p.m. Lunch and Discussion with Representatives of the Operation of the United Forces

Location: Headquarters of the Operation of the United Forces, Kramatorsk, Ukraine

Participants: Representatives from the Operation of the United Forces and the Security Service of Ukraine.

Topics of discussion: The conflict in eastern Ukraine and the state of Ukrainian forces in the region, specifically the Operation of the United Forces.

Relevance: Staffers will receive further updates on the conflict in eastern Ukraine from military experts in the region.

3:30 p.m. – 5:00 p.m. Meeting with Local Activists and Residents, Tour of the Window to America in the Sloviansk Library

Location: Sloviansk Library, Sloviansk, Ukraine

Participants: Local residents representing local NGOs, news sources, and government, including: Movement for Strong Communities (NGO), Sloviansk Together (NGO), Ukrainians for Donetsk Oblast (NGO), East and West Together (NGO), Women Helping Veterans (NGO), Sloviansk Community Council, Oblast Administration for Veterans Affairs

Topics of discussion: History of the USAID funded Window to America in the Sloviansk Library. The effect of the conflict in eastern Ukraine on residents in the area and the current state of security and society in frontline communities.

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Relevance: Staffers will learn about the conflict in eastern Ukraine from the perspective of local civilians and activists.

- 5:00 p.m. – 5:45 p.m. Tour of Administrative Service Center
Location: Administrative Service Center, Sloviansk, Ukraine
Participants: Local NGO leaders and administrative center coordinators
Relevance: Staffers will learn about the Center funded by the EU and United Nations Development Program as part of its project on recovery, peacebuilding and governance in Ukraine. Staffers learn about the Center's work on strengthening community security, social cohesion and supporting the economic recovery of conflict-affected communities, as well as furthering the implementation of decentralization and healthcare reforms in government-controlled areas of the Donetsk and Luhansk regions.
- 5:45 p.m. Departure from Sloviansk, Ukraine for Kharkiv, Ukraine
- 7:15 p.m. – 10:30 p.m. Briefing and Dinner: Future of the Ukraine Conflict
Location: Restaurant in Kharkiv, Ukraine
Participants: Representatives from the Armed Forces of Ukraine and the Security Service of Ukraine.
Topics of discussion: The historical roots of the conflict in eastern Ukraine, and an in-depth history of the conflict since 2014, and how the conflict may look going forward.
Relevance: Staffers will receive an in-depth briefing on the potential future of the conflict in eastern Ukraine.

Wednesday, August 28, 2019

- 9:00 a.m. Travel to International Airport Kharkiv
Transportation: Shuttle
- 11:30 a.m. Departure from Kharkiv, Ukraine for Kyiv, Ukraine
Location: International Airport Kharkiv
Flight: Ukraine International Airlines Flight 26
- 12:30 p.m. Arrival in Kyiv, Ukraine
Location: Boryspil International Airport
- 1:30 p.m. Travel to Hotel, Check-in
Location: Radisson Blu Hotel, Yaroslaviv Val St, 22, Kyiv, Ukraine, 02000
Transportation: Shuttle
- 1:30 p.m. – 2:30 p.m. Lunch
- 3:00 p.m. – 4:00 p.m. Meeting with Andriy Kobolyev, CEO, Naftogaz of Ukraine
Location: B. Khmel'nitskogo St., 6, Kyiv, 01601, Ukraine
Transportation: Shuttle
Participants: CEO, Andriy Kobolyev, Director of Corporate Communications Aliona Osmolovska; Director of Integrated Gas Division Andrew Favorov
Topics of discussion: The history of Naftogaz as a state-owned company in Ukraine and the company reforms that have taken place within the last few years, Ukraine's energy security.
Relevance: Staffers will learn about the history of corruption within an important national company, and the steps the company has taken since 2014 to reform. Ukraine's energy security and how it relates to Europe and Russia.

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Ben Voelkel
Communications Director
Office of Senator Ron Johnson

May 29, 2019

Dear Ben,

On behalf of the Atlantic Council, it is my pleasure to invite you to join a staff delegation to Ukraine led by the Council's Eurasia Center. The trip will take place from **August 24 to August 31, 2019**.

Since its founding, the Center has become a go-to resource on issues pertaining to Eurasia at a time of tremendous importance and change. The situation in Ukraine remains critical as it continues to enact reforms, strengthen its international ties, and confront hybrid threats. At this crucial moment, the United States must maintain awareness of Ukraine and its importance in the wider region. This staff delegation will take congressional staffers to Kyiv and cities in the east, where they will meet with senior representatives from the Ukrainian government, opposition, civil society, and private sector.

We hope that you can join this timely trip. Should you have any questions or require any additional information, please do not hesitate to contact me, or my colleague Emily Spak (espak@atlanticcouncil.org).

Best,

Paul H. H.

Ambassador John Herbst
Director, Eurasia Center
Atlantic Council

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